

November and December 2003 Activity Report
Elsa Malapit Sargento, Executive Director

Office News:

Hooray! The ADMIN, PDAT and DISABILITY PLACEMENT grants were completed and finally sent electronically on December 12, 2003. Special thanks to ***Kristina Tecce***, Manager of Walker & Company LLP and ***Justine Murray***, TASC Consultant, who spent almost a week with us here at the Commission Office. They stepped in, rolled up their sleeves and we worked together getting our financial budgets, match obligation issues and records in order. They gave us direction on how to keep on task with managing the finances, meeting obligations and maintaining accurate records. They gave us resources for projects and procedures ASCSC has to undertake in compliance with CNCS guidelines for the upcoming year. We have learned so much from these professionals alongside with Nita Madsen, our new Associate Coordinator, who in a short period of time has done greatly in figuring out the “ins and out” of grant writing and of working with AmeriCorps programs. Also thanks to ***Nancy Andes, Billie Joe Caldwell, Anna Bell Stevens, Sharon White Wheeler, Elaine Dalhgren, and Denise Morris*** for meeting and spending a lot of time in exploring ways to alleviate the cash and match obligations dilemma. Thank you Deputy Commissioner ***Bill Noll, Tom Lawson, Phil Bennett*** and ***Kelly White*** from DCED Fiscal for helping us with the Budget Narratives and for your unselfish support. Yes indeed, what a complex and incredible month we’ve had. But we did it! It pays to work with wonderful and professional people... it pays to work as a team!

In-kind Match and PSA Value/ Cash:

The ASCSC staff scrambled to get the numbers compiled for the match, which was required for the administrative federal grant. Of course, when Chery sent requests out to commission members and programs, a quick response came back with great numbers. Joe Parrish and Nancy Andes took the time to write letters of the donated time they gave to the commission over the last several years. Thanks to Joe and Nancy for their time and attention to this. Also, many commission members went through their past calendars and memory banks to submit travel they had donated to the commission. Thanks to the commission members who responded. In the future we will have a form for all commission members to sign validating their participation in commission meetings. This will delay having to contact each one asking for travel not reimbursed for future funding requirements. Thanks to the meeting minutes of our commission meetings attendance was on record.

The other great news is that we were allowed to use the national PSAs that had been broadcasted throughout the past year. This finalized our requirement for the match of the administrative grant by giving us \$147,367.00. This would not have been discovered as a viable match if it had not been for the hard work in researching all our options by the staff, ***Kristina Tecce*** and ***Justine Murray***.

Unified State Plan (USP):

The USP is now on line. Thank you for all your committee work. There are numerous revisions of focus that each Standing Committee has to undertake and to continue. We want to hear your plans next Commission meeting. The final USP was sent directly to the Corporate Officer, ***Mike Keneficek*** at CNCS on November 26, 2003.

Request for Proposals:

Upon Nita's return from Washington DC, the staff will be working on several RFPS. The Learn and Serve RFP will be going out by December 18th. The competitive and formula grant RFPS will be going out soon after that.

Performance Management Program:

DCED has required ASCSC to submit a Performance Management Program. This plan was also submitted to OMB. Shelly Jones was contracted to help ASCSC complete this requirement. If you would like a copy, let Chery know and she will send you one. The mail server will not allow this powerpoint document to be emailed at this time.

Meeting with Deputy Commissioner:

Kristina Tecce, Justine Murray and ASCSC Staff met with **Bill Noll**, Deputy Commissioner of DCED on Nov. 17 and 18, 2003. An overview of what the Commission is all about programmatically, its financial standing, needs, plans and accomplishments were presented to him. It was very informative and went well.

Annual Alaska Volunteerism Conference:

Date: April 15-16, 2004

Place: Anchorage Hilton

This is our date and place. So mark your calendars. ASCSC will finalize the contract with Phyllis Thompson of the Anchorage Hilton on or before December 19, 2003 and subject to the approval of DCED. We encourage all the Commissioners to be a member of the different committees. Give them a call and be more involved. We have to work on raising funds for our mail out, program books, advertisement and many items. The following committee chairs are: **SPONSORSHIPS-Anna Bell Stevens; AWARDS-Elsa Sargento, BOOTHS & EXHIBITS-Gwen Hall; REGISTRATION/PROGRAM-Nita Madsen and Chery White; MEDIA/PUBLICITY-Gwen Hall; DOOR PRIZES/CONFERENCE BAGS-Sharon White Wheeler; KEYNOTE SPEAKERS- Marilyn Stewart; WORKSHOPS- Midge Clouse, Nita Madsen; TRAVEL/ACCOMMODATIONS-Chery White; WELCOMING COMMITTEE-Lt. Governor and Commission Members; and SILENT AUCTION-Anna Bell Stevens.**

First Lady's Volunteer Award

Linda Schafer, Anchorage Governor's Office Manager and I had a meeting regarding the First Lady's Award logistics. It will be a luncheon on April 15, 2004. We need fresh and innovative ideas. Call Linda at 269-7450 and be an award committee member.

Planner Conference

The request for proposals for the planner of the conference is ready to go out after final approval from DCED. We have included registration as one of the main functions for the planner to do. Since our target for attendees has increased to 500, registration will be too much for our staff and commission to handle. **Chery White** attended a training session at the Marriott Downtown and received helpful information on how to obtain a planner and what to look out for when signing contracts. A strong advantage for ASCSC is that DCED has had much experience in planning conferences with international representatives and has good insight into contract components. DCED planning staff will review all contracts before signing.

Other Conference Details:

Marilyn Stewart (DCED) is now working on getting our keynote speakers. She has sent letters out to several people with information regarding the dates and is now waiting for responses. She will follow up with phone calls.

The SAVE THE DATE postcard is on our website, www.dced.state.ak.us/ascsc. Due to lack of time and money that is as far as it's gone. We would like your input as to how we can get the word out. We do not have the funds for postage, so mailing is not an option unless there is a sponsorship that would come through as a funding source. Chery can email the postcard to you if you know of anyone that can place it on their websites or if you would like to print it out and distribute.

We are asking each commission member to assist us in getting this information out so that we can reach our target of 500 attendees. The budget this year is really tight and we are hoping for at least \$7,000.00 in sponsorships. Please make contacts with funding sources that could assist us in making this the greatest conference yet. We want people to say “remember that great conference hosted by ASCSC!”

Networking to Strengthen Families and Communities:

I had previously met with Chief Monegan during the Family Volunteer Week. The objective was to see how we could network with the Anchorage Police Department (APD), Municipality of Anchorage and other major agencies to help strengthen families through volunteering together and building strong parent-child relationships, in return benefiting all communities in our state. I had a meeting with Chief Monegan, Officers Holloway and Plummer on December 8, 2003 at the Anchorage Police Department. We continued working on strategies on how to reach out to parents of different ethnic groups, help them with parenting, make them understand the law on how to discipline their children, and what they can and can't do, and how to raise their children to be productive members of a strong community. We plan to partner and collaborate with Bridge Builders of Anchorage to reach out to individual ethnic communities. APD will coordinate a panel that will consist of a judge, magistrate, prosecutor, police officer and an educator, who will travel as a group and meet with individual minority groups. This strategy will commence Jan. 7, 2004 and the traveling group will make an initial presentation at the Bridge Builders meeting on January 7, 2004. Venue of this meeting will be announced at a later date.

Nita Goes to Washington:

The goals for the Learn and Serve America's 2003 Grantee Meeting I attended in DC the week of December 7, 2003, were to: Disseminate essential information on program and fiscal management for the new funding cycle and prepare continuation application, provide training to grantees on the eGrants system and performance measurement, support grantees in their efforts to strengthen, sustain and expand high quality service-learning programs, and reinforce peer networks. The LSA meeting was very timely for me in my new position of Associate Coordinator. The sessions provided me with information needed to meet both the fiscal and program requirements. The continuation grant application will be due the end of January 2004. Performance measurements will be a key element of the grant application.

Commission Meeting in Juneau:

The first commission meeting for the year 2004 will be held on February 17, 18, 2004, in Juneau. The agenda is now being worked on. One of the important events will be the commission meeting with the Governor. This is scheduled for the first day at 2:00 p.m. Of course, SAGA has already committed to shuttling us around where we need to go. Due to funding restraints we are looking into staying at the Aspen Hotel, which is much cheaper than the downtown hotels. Please contact Chery to arrange your travel plans.

HOLIDAY GREETINGS:

We feel so fortunate to have a great commission and have reflected over this past year of how blessed we have been with your help in getting over the obstacles we have had to face. Elsa, Nita and Chery wish you the very best this Christmas season and look forward to many great times with you throughout the next year. Have a safe and happy holiday!

MERRY CHRISTMAS!



Chery, Nita and Elsa